

OFFICE OF THE GENERAL COUNSEL
Division of Operations-Management

MEMORANDUM OM 10-58

May 12, 2010

TO: All Regional Directors, Officers-in-Charge,
and Resident Officers

FROM: Richard A. Siegel, Associate General Counsel

SUBJECT: FY 2010 Office Management Team Conference
August 17-19, 2010

We have completed arrangements for the FY 2010 Office Management Team Conference to be held at the Capital Hilton, 1001 16th Street, NW, Washington, DC 20036, from August 17 through August 19, 2010.

The Program will begin on Tuesday, August 17, 2009 at 8:30 a.m. and will conclude on Thursday, August 19, 2010 at 5:00 p.m. All Office Managers, Assistant Office Managers, and Regional Director Secretaries are expected to attend.

TRAVEL TO CONFERENCE: Conference participants should plan to travel on Monday, August 16, and Friday, August 20, 2010, unless otherwise authorized by the Division of Operations-Management. All participants are required to be present for the entire conference. Questions concerning travel arrangements should be sent to DAGC Elizabeth Kilpatrick.

We are requesting that all participants make flight arrangements seeking the most reasonable government fares to one of the three Washington, DC airports: Baltimore/Washington Int'l Airport, Dulles Airport or Washington Reagan National Airport. Fares to each of these airports may vary significantly and each participant should be seeking to reduce costs to the Government.

Normally, when a traveler goes on temporary duty, the traveler is required to use the Contract City-Pair Program which offers YCA, Government Contract fare (fully refundable) or a __CA fare which is a capacity-controlled airline fare (for example, MCA, QCA, or VCA, with rates that are lower than the normal YCA and may be available at the time of booking). All of these are acceptable under the Contract City-Pair Program. Because the contract city-pair fares have sky-rocketed over the years, we encourage NLRB travelers coming to Agency conferences to take advantage of the exception that is noted in 41 FTR 301-10.107 (c), "A non-contract carrier offers a lower fare to the general public that, if used, will result in a lower trip cost to the Government."

Here are the two options for purchasing airline tickets:

1. Purchasing a ticket on an YCA or a _CA fare (capacity controlled fare/fully refundable) by contacting Carlson Wagonlit reservation center at 1-800-787-6051. When purchasing a ticket through Carlson Wagonlit, it will be automatically charged to the Agency Central Bill Account (CBA account).
2. Purchasing a ticket with a Commercial Carrier, the airline ticket will be a lower fare (normally a non-refundable fare) than the YCA or _CA fares, and the traveler will pay for this ticket with the government travel card. If the traveler does not have a government credit card, a personal credit card may be used. The cost of the ticket and any fees associated with the booking will be reimbursed to the traveler provided it does not exceed the government contract fare (YCA or _CA). The traveler will be reimbursed after the conference by submitting a travel voucher. The receipt for the airline ticket purchase must show the form of payment on it (e. g., VISA XXXXXXXX9988).

In this case, the person setting up the travel authorization should:

1. Use the non-contract rate only if the rate is less than the contract rate offered by Carlson Wagonlit.
2. Note in the comment field that the use of a non-contract carrier is authorized for that specific conference.

Using a Commercial Carrier to purchase the ticket to attend the conference will result in a cost advantage to the Agency over the contract carriers. The commercial carrier's lower airline rate will probably require advanced purchasing of a non-refundable ticket. Carriers usually assess an additional fee if these tickets are canceled or if the flight is rescheduled. While there is little risk that the conference would be canceled, there is the possibility that someone will not be able to make it to the conference for a legitimate reason.

In using commercial carrier lower cost flights, the traveler needs to be reasonably sure that, once the reservation is complete, there will be no need to change the reservation. If there is a rare personal or family emergency that prevents the traveler from attending the conference, the traveler must:

1. Notify the conference coordinator (DAGC Elizabeth Kilpatrick).
2. Cancel the airline reservation.
3. Submit the travel voucher with the receipt for the airline ticket and cancellation fee with a letter stating the reason for not attending the conference. This letter should be scanned into the travel voucher.

4. Give the non-refundable e-ticket along with the cancellation/confirmation number to the Office Manager to keep for future travel requirements if the need arises later for the individual traveler. These tickets are usually good for up to a year. If not used, the overall savings for the collective use of the non-contract rates for the conference will justify the cost of the unused ticket.

In comparing rates, one must also consider the costs of ground transportation. A taxi from Washington Reagan National Airport to the Capital Hilton is approximately \$20. The cost of a Super Shuttle Blue Van from Dulles Airport to the Capital Hilton is approximately \$29 for the 1st person and \$10 for each additional person. The number for Super Shuttle reservations is 1-800-258-3826. A taxi from Dulles to the Capital Hilton is substantially more costly (approximately \$65-80) and therefore will not be authorized. A Super Shuttle Blue Van from BWI to the hotel generally costs \$37 for the 1st person and \$12 for each additional person. The number for Super Shuttle reservations is 1-800-258-3626 or 703-416-7873 Ext. 707. The MARC train from BWI to Union Station Washington, DC is approximately \$6. From Union Station to the hotel, a taxi will cost approximately \$12. A taxi from BWI to the hotel is substantially more costly (approximately \$100-120) and therefore will not be authorized. Participants should consider the costs of Super Shuttle service in considering whether a fare to either Dulles or BWI is more advantageous to the Government.

CONFERENCE LODGING: A general travel order for conference participants will be issued by the Division of Operations-Management. We will be sending all participants (and their office managers) their travel order number via e-mail. The Agency will pay for lodging for the dates of the conference (check-in August 16/check-out August 20) by means of a purchase order. The hotel will attempt to accommodate requests for extended stays before or after the conference at the government rate (\$165/day). We will collect participant reservation/travel information (hotel reservations and transportation) by sending each participant a reservation form via www.surveymonkey.com. If you wish to extend your stay before or after the conference, please indicate the dates on your reservation form. All arrangements for hotel accommodations will be made by the Division of Operations-Management. **Please do not contact the hotel directly.**

In addition, please include the estimated costs of the air transportation and ground transportation on your reservation survey form. All field participants will be responsible for payment directly to the hotel for expenses relating to arrivals prior to Monday, August 16, 2010 and departures after Friday, August 20, 2010.

The CDC code associated with this conference is CDC #3212. When you return from the conference, each office will be responsible for submitting travel vouchers for all conference participants through the E2Travel Solutions to Administrative Assistant to the Associate General Counsel Ruth Valentin in the Division of Operations-Management no later than two weeks after the conference ends. Operations will E-mail travel authorization numbers to all field participants.

Effective April 10, 2009, the General Services Administration (GSA) amended the Federal Travel Regulations (FTR) to clarify that travelers must deduct the appropriate amounts from their meals and incidental expense (M&IE) allowance when meals, including a continental breakfast, are included as part of a registration fee or otherwise paid for by the Government, in conjunction with attendance at conferences or other events, while on official travel. See AB 09-12, "Per Diem Deduction (M&IE Rate) for Furnished Meals at Conferences and Other Events That are Paid by the Government," dated April 27, 2009. This adjustment is made whether or not you actually eat the continental breakfast that is provided. As detailed in AB 09-12, an exception to the deduction requirement may be made by obtaining prior approval not to consume the continental breakfast because of medical requirements or religious beliefs.

In Washington, DC, the per diem rate is \$229.00 a day (\$165.00 lodging and \$64.00 meals). However, a continental breakfast will be provided by the government August 17, 18, and 19, 2010. In such circumstances, GSA Travel Regulations require that the M&IE be adjusted. As a result, the per diem for August 17, 18, and 19, 2010, must be adjusted by \$12 per day, resulting in M&IE rate of \$52. Except as noted above, the part day per diem rate on the dates of travel will be \$48.

CONFERENCE DRESS: Casual dress will be appropriate throughout the conference. We suggest that participants bring a light sweater or jacket as meeting rooms can often be chilly.

TELEPHONE USE: Conference participants must use Agency calling cards to make telephone calls from the hotel in order to avoid expensive hotel charges. If you do not have an Agency calling card, please contact DAGC Elizabeth Kilpatrick.

We look forward to a stimulating and productive conference and the opportunity to greet friends and colleagues from around the country. Any questions concerning the conference should be addressed to DAGC Elizabeth Kilpatrick, DAGC Yvette Hatfield, or Administrative Assistant to Associate General Counsel Ruth Valentin.

/s/
R. A. S.

cc: NLRBU

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